

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Monday, 27th July, 2015 in the upstairs room of Melbourn Community Hub at 7.15pm.

Present: Cllrs. R.Tulloch (Chair), M. Townsend (Vice-Chair), I. Bloomfield, J. Hales, M.Sherwen, M.Linnette, J.Norman, U.Cleminson, A.Mulcock, K.Crosby, J.Regan, and V.Barrett

In attendance: The Clerk + 4 members of the public

PC43/15 Apologies for absence:

Cllr R.Gatward for personal reasons; C.Cllr S. van de Ven for personal reasons; Cllr Baker has requested four months leave of absence due to ill health and this was granted.

PC44/15 To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllrs Tulloch, Crosby and Bloomfield for PC50/15 as they are Directors of the Hub Management Company.

PC45/15 Minutes of the meeting held on 22nd June, 2015:

V.Barrett was added to the list of attendees.

PC32/15 3rd sentence now to read: 'Cllr Mulcock complained about the personal remarks made by Cllr Hales which he was advised by the Clerk to report them to CAPALC'.

4th sentence to read: 'Cllr Hales refused to withdraw the remarks after being asked to do so by the Chair'.

These amendments were duly noted and signed in the minutes.

IT WAS PROPOSED BY CLLR CLEMINSON AND SECONDED BY CLLR LINNETTE THAT THE AMENDED MINUTES OF 22ND JUNE, 2015 BE ACCEPTED AS A TRUE RECORD. This was CARRIED.

PC46/15 To report on the last meeting 22/06/15

PC41/15 (b) The lease with regard to Little Hands Nursery. The Clerk reported that Withers Thomas, our Quantity Surveyor, has received a rental offer of £26,000 from the solicitors of Little Hands Nursery. After a discussion, **IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR HALES THAT MELBOURN PARISH COUNCIL ACCEPTS THE OFFER OF £26,000 P.A. FROM THE SOLICITORS OF LITTLE HANDS NURSERY FOR THE RENT FOR LITTLE HANDS NURSERY SCHOOL. This was CARRIED.**

PC37/15: The work on the parish noticeboard has been approved.

PC38/15: SCDC has been contacted with regard to this matter.

PC35/15: The work has been approved.

PC47/15 To receive a report from C.Cllr S.van de Ven

Due to the absence of C.Cllr S.Van de Ven, no report submitted.

PC48/15 To receive the Financial Report dated 31st May, 2015 (SEE APPENDIX 1).

The Clerk to check the amount in the MAYD account.

IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR SHERWEN THAT THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED.

PC49/15 To receive details of cheques/BACS/Visa/Direct Debits to be drawn on the Parish Council's account as detailed or amended by late payments. To approve payment and agree the amount(s) to be transferred from the Business 'No Notice' Account. (See Appendix 2)

The Clerk to ask Bridget Smith for a more detailed breakdown next time to say which projects she is working on.

IT WAS PROPOSED BY CLLR BARRET AND SECONDED BY CLLR NORMAN THAT THE EXPENDITURE BE ACCEPTED AND THE TRANSFER APPROVED. This was CARRIED.

PC50/15 To receive an update from the Melbourn Futures Committee

Cllr Norman reported that the Steering Group for the Neighbourhood Plan had been appointed and has held its first meeting: The group consists of Chair: George Meliniotis; Vice-Chair: Julie Norman; Treasurer: Steve Kilmurray; Secretary: Wendy Oakley; Work Plan: Paul Atkinson.

Cllr Norman put forward the proposal that the Neighbourhood Area should be the parish boundary of Melbourn. **IT WAS PROPOSED BY CLLR REGAN AND SECONDED BY CLLR CLEMINSON THAT MELBOURN PARISH BOUNDARY SHOULD BE DESIGNATED AS THE NEIGHBOURHOOD AREA FOR THE PURPOSES OF THE NEIGHBOURHOOD PLAN. This was CARRIED.**

The Steering Group will have its second meeting on 2nd September.

PC51/15 To receive a report from Melbourn Community Hub.

[At this point, the Chair was vacated by Cllr Tulloch and taken by Cllr Townsend]

Cllr Mulcock said he believed that all councillors who are Directors of the Hub Management Company should leave the room as, according to parish council procedures, they had a pecuniary interest in the matter. This was disputed by the councillors as they are not remunerated in any way as directors. The Acting Chair and the Clerk ruled that their interest was non-pecuniary and that the meeting should proceed with all councillors present.

On proceeding to the submitted report, the council was concerned about the apparent disagreement between the Finance Director and the former Bookkeeper revealed in an e-mail sent by the former Bookkeeper, to be considered at the same time. After a discussion, mainly concerned with the confidentiality of parish council documents prior to council meetings and the efficacy of dealing with the e-mail at the same time, **IT WAS PROPOSED BY CLLR LINNETTE AND SECONDED BY CLLR BARRETT THAT MELBOURN PARISH COUNCIL WISHES THE ISSUE BETWEEN THE FINANCIAL DIRECTOR AND THE FORMER BOOKKEEPER TO BE RESOLVED BEFORE THE REPORT CAN COME BEFORE THE PARISH COUNCIL. This was CARRIED by 8 votes for to 1 against.** Cllr Norman requested that any comments on the submitted report could be e-mailed to save time when the report comes before the council next time. This was thought to be a good idea. All such e-mails to be addressed to the Clerk.

PC52/15 Correspondence

- (a) E-mail from Margaret Stebbing re: use of ORG. The Clerk to ask for more details.
- (b) Letter from Cambridgeshire County Council re: Street Lighting was noted
- (c) Letter from the residents of Armingford Crescent regarding noise pollution from TTP. The Clerk to pass on the correspondence to the District Councillors who will deal with the matter. The Clerk to reply.
- (d) E-mail from Cllr Regan re: the footpath leading to Beeton Close. This will not now be closed for part of the refurbishment of the car park.

PC53/15 To receive any comments or questions on the following meetings: Planning 6th July; F&G 29th June; Highways 13th July; Play Areas 13th July.
None.

PC54/15 To accept notices and matters for the next agenda
None

The Chairman closed the meeting at 8.34 p.m.

APPENDIX 1

Financial Summary - Cashbook

Summary between 01/06/15 and 30/06/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Business Account	£93,946.43
Current Account	£16,103.92
Martin's Charity	£221.44
MAYD	£50,152.35

Melbourn Community Hub	£84,958.40
Petty Cash	£185.99
S.106	£113,201.90
Sinking Fund	£1,956.50
Loan Received Accounts	
Public Works Loan Board loan	-£646,451.06
Total	-£285,724.13

Balances at start of period

Ordinary Accounts

Business Account	£137,651.17
Current Account	£13,085.87
Martin's Charity	£221.44
MAYD	£50,152.35
Melbourn Community Hub	£84,958.40
Petty Cash	£17.76
S.106	£150,624.57
Sinking Fund	£1,945.50

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
Total	-£205,959.02

RECEIPTS	Net	Vat	Gross
Cemeteries	£520.00	£0.00	£520.00
Play & Rec	£1,995.00	£0.00	£1,995.00
F&GP	£86.96	£0.00	£86.96
Total Receipts	£2,601.96	£0.00	£2,601.96

PAYMENTS	Net	Vat	Gross
Conservation	£1,201.73	£103.73	£1,305.46
Cemeteries	£1,420.51	£233.76	£1,654.27
Play & Rec	£365.11	£4.47	£369.58
F&GP	£9,001.28	£693.25	£9,694.53
Planning	£1,065.18	£105.04	£1,170.22
Total Payments	£13,053.81	£1,140.25	£14,194.06

Closing Balances

Ordinary Accounts

Business Account	£103,199.84
Current Account	£35,882.15
Martin's Charity	£221.48
MAYD	£50,161.20
Melbourn Community Hub	£84,970.40
Petty Cash	£32.92
S.106	£150,656.97
Sinking Fund	£1,940.00

Loan Received Accounts

Public Works Loan Board loan	-£644,616.08
Total	-£217,551.12

APPENDIX 2

Melbourn Parish Council

Expenditure transactions - approval list year 01/04/15

Start of

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
168	p.292	£1.26	£0.00	£1.26	24/06/15	Peter Horley - postage	£1.26
169	BACS	£600.00	£0.00	£600.00	24/06/15	Morley Manufacturing - gate £600.00	
						between Ash Grove & orchard Road	
170	BACS	£528.00	£88.00	£440.00	29/06/15	Herts And Cambs	
	Ground £3,786.41					Maintenance Limited - Cemetery hedges + Haggers	
						Close	
171	BACS	£66.00	£11.00	£55.00	29/06/15	Herts And Cambs	
	Ground £3,786.41					Maintenance Limited - Watering NRC	
172	BACS	£252.00	£42.00	£210.00	29/06/15	Herts And Cambs	
	Ground £3,786.41					Maintenance Limited - Clear	
						allotment 6A	
173	BACS	£168.00	£28.00	£140.00	29/06/15	Herts And Cambs	
	Ground £3,786.41					Maintenance Limited - Watering New Road	
						& Worcester Way	
174	BACS	£480.00	£80.00	£400.00	29/06/15	Herts And Cambs	
	Ground £3,786.41					Maintenance Limited - Cutting	
						Clear Crescent Play	
						hedges	
176	104331	£233.90	£38.98	£194.92	08/07/15	Speedy Asset Services	
	Ltd - £233.90					fencing on the car park	
177	104332	£10.00	£0.00	£10.00	08/07/15	CAPS - Deduction from	£10.00

178	104333	£495.00	£0.00	£495.00	08/07/15	wages Beactive Melbourn Ltd -	
£495.00						Payment for Youth Club	
179	BACS	£188.40	£0.00	£188.40	08/07/15	Melbourn Community	
Hub £25,188.40						Management Group -	
Room						hire + refreshments	
180	BACS	£967.20	£161.20	£806.00	08/07/15	Birketts - Interim	
payment for £967.20						Beechwood Avenue	
transfer							
181	BACS	£84.00	£14.00	£70.00	08/07/15	Briar Security Systems -	£84.00
						Intruder Alarm Annual	
						Maintenance Charge	
182	P.294	£7.99	£0.00	£7.99	08/07/15	K. Rudge - Chain for	
NRC gate £7.99							
183	p.293	£16.99	£0.00	£16.99	08/07/15	R Gatward - Rose	
bushes£16.99							
184	BACS	£16.00	£0.00	£16.00	08/07/15	Barbara MacKellar - 83,	
High £16.00						Street	
185	BACS	£416.70	£0.00	£416.70	08/07/15	Bridget Smith - Project	£416.70
fundraising						development &	
186	Direct Debit	£30.60	£1.46	£29.14	08/07/15	e.0n - Elec charges for	
the £114.74						pavilion	
187							BACS
pavilion						leak beneath sink in the	
188	p.295	£15.00	£0.00	£15.00	08/07/15	K. Rudge - Diesel for	
van£15.00							
189	p.296	£3.82	£0.00	£3.82	08/07/15	K. Rudge - tap	£3.82
199	BACS	£9.28	£1.55	£7.73	20/07/15	Stationery Cupboard -	
White £9.28						copy paper	
201	p.296	£0.95	£0.00	£0.95	20/07/15	Sarah Adam - postage	£0.95
202	BACS	£492.00	£82.00	£410.00	20/07/15	Herts And Cambs	
Ground £3,786.41						Maintenance Limited -	
cut							

					back of open spaces to enable regular		
maintenance							
203	Direct Debit ORG	£17.47	£0.83	£16.64	20/07/15	e.0n - elec charges for	
	£114.74						
204	Direct Debit pavilion	£56.42	£1.23	£55.19	20/07/15	e.0n - Elec charges for	
	£114.74						
205	Direct Debit ORC	£10.25	£0.49	£9.76	20/07/15	e.0n - Elec charges for	
	£114.74						
206	BACS China	£105.48	£17.58	£87.90	20/07/15	Cambridge China Hire -	
	£105.48					for Anglo-Saxon	
remains tea							
207	BACS Ground	£144.00	£24.00	£120.00	20/07/15	Herts And Cambs	
	£3,786.41					Maintenance Limited - Watering NRC	
208	Ground	£156.00	£26.00	£130.00	20/07/15	Herts And Cambs	
						Maintenance Limited - Watering of cemetery	
209	BACS Ground	£256.01	£42.67	£213.34	20/07/15	Herts And Cambs	
	£3,786.41					Maintenance Limited -	
S106							
						Maintenance	
210	BACS Ground	£1,400.40	£233.40	£1,167.00	20/07/15	Herts And Cambs	
	£3,786.41					Maintenance Limited -	
Monthly							
						cemetery contract	
211	104334 compost	£208.18	£0.00	£208.18	20/07/15	John Travis - Peat,	
	£208.18					and plants	
212	104335 Training	£420.00	£0.00	£420.00	21/07/15	CAPALC - CiLCA	
	£420.00					course	
213	BACS accounts	£120.00	£0.00	£120.00	22/07/15	Michelle Cooper -	
	£120.00					for June	
214	BACS	£22.98	£3.83	£19.15	27/07/15	ESPO - Laptop bag	£22.98
215	BACS	£3,537.60	£589.60	£2,948.00	27/07/15	The Hertfordshire Groundwork Trust -	£3,537.60
Youth							

						Club delivery	
216	BACS	£636.45	£0.00	£636.45	27/07/15	Tim Stebbings - Litter	
picking	£636.45						
217						brochures and posters	BACS
for						Anglo-Saxon burial	
218	p.298	£15.00	£0.00	£15.00	27/07/15	K. Rudge - Diesel for	
van	£15.00						
219	BACS	£856.84	£142.81	£714.03	27/07/15	LUCID Systems -	
Laptop +	£856.84					fittings	
220	BACS	£354.00	£59.00	£295.00	27/07/15	Unlimited Logos - signs	
for car	£354.00					park	
221 -227	Wages, salaries and Tax & NI	£5409.63					
228	BACS	£25,000.00	£0.00	£25,000.00	27/07/15	Melbourn Community	
Hub	£25,188.40					Management Group -	
Donation							
229	BACS	£1,000.00	£0.00	£1,000.00	27/07/15	Melbourn Village	
College -	£1,000.00					Donation	
230	Visa	£852.12	£142.02	£710.10	27/07/15	Allianz Cornhill -	
Insurance for	£852.12					play parks	
Total		£46,916.88	£2,040.81	£44,876.07			